



Phoenix Indian Center, Inc.

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www.phxindcenter.org

PLEASE POST

JOB TITLE: Adult Literacy Teacher

FUNCTIONAL AREA: Adult Literacy

WORK HOURS: Monday to Friday – 8 AM to 5 PM

SALARY: \$23,920 to \$25,480 Per Annum

Teach and tutor adult students to prepare them to pass the High School Equivalency test, currently the GED 2014. Administer and grade work assignments and examinations. Monitor progress of students in PLATO and classroom assignments. Assist with data entry ensuring data is accurate and entered in a timely manner. Ensure the learning environment is clean and organized.

Create lesson plans and provide instruction and tutoring to adult students in the areas of Reasoning Through Language Arts. Administer and grade work assignments and examinations in accordance with State ADE guidelines. Compile, track and maintain an accurate attendance list and hours. Complete a thorough assessment of students' educational level to include pre and post-testing and develop a plan of service to advance students through each educational gain and monitor the progress in accordance with state regulations. Attend regularly scheduled department meetings and other meetings/conferences as necessary.

Input data into database in an accurate and timely manner. Conduct follow-up contact with students regarding their educational gain status, advanced education progress and/or their employment status.

Complete entries in the Educational Technology Expert (ETE) Journal and research ideas to integrate technology into the classroom. Attend ETE meetings as required. Plan and coordinate an annual National Adult and Family Literacy Week event.

Must maintain a Provisional Adult Education Teacher certification according to Arizona Department of Education regulations, which includes continuing education credits.

Assist in the planning, coordination and implementation of Education Fairs, Financial Aid Fairs, Campus Tours, Speaker Presentations and Graduation Ceremonies. Other duties as assigned.

REQUIREMENTS:

Bachelor's degree or minimum 2 years of post-secondary education and 2 years verified experience as a teacher, tutor, or aide in an adult education program or in grades K-12. Must possess a valid **IVP** DPS fingerprint card or be able to obtain one upon offer of employment. Must obtain a Provisional Teacher/Instructor Certificate within 90 days of hire and maintain the certification while employed. Knowledge of education standards and learning styles. Excellent verbal and written communication skills. Knowledge of the social, educational and economic issues of off-reservation Native American Population. Proficiency in Microsoft office suite. Must have dependable transportation with valid driver's license and insurance in compliance with agency requirements.